



Personnel Record Form Instructions
School Year 2006-2007

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School Districts contracting personnel through cooperatives in South Dakota should not report those personnel. Each cooperative is required to report their staff. The Office of Accreditation and Teacher Quality will check to make sure their staff is properly certified.

A personnel record is required to be submitted for ALL individuals employed in a position for which certification is offered through the Department of Education (DOE). For example, this would include all instructional, administrative and school service specialists' positions. If a person is hired for a position for which he/she is professionally certified or certified through another agency and DOE also offers the certification (i.e. social workers licensed by Department of Social Services) please complete a personnel record form for these individuals. If the individual is not certified by DOE he/she would be reported as a "non-certified educator". If you have specific questions about whether an individual should be included please contact DOE at 773-3248 or 773-3134.

Personnel data is collected from the following types of schools:

Public School Districts	Correctional Facilities	Alternative Programs
Non-Public School Systems	State Special Schools	
Tribal/Bureau of Indian Affairs Schools	Cooperatives and Multi-Districts	

Updating Personnel Records

HELPFUL SUGGESTION: Follow the directions on how to run a report and print the "Report: By Staff Person" for each of your 2005-2006 personnel records. Use these copies to make your updates before beginning the process of encoding the changes for 2006-2007.

#1 Click on the icon that looks like a printer.

Instructional salary and/or Admin/SS Spec Salary need to be updated.

Total Teaching and/or Total Admin/SS Spec Experience need to be updated

#2 Make sure the print range is "All"

Update the assignments for this school year

#3 Be sure to click on "Ok".

TIP: By clicking on any of the columns you can sort the column ascending or descending.

TIP: When you choose the option of "Personnel Record Completely Updated", the current column turns to a Y for Yes.

#1 Highlight a specific employee row.

#2 Choose the option of "Edit Employee Data" to update a persons information for the current school year.

TIP: By clicking here, the screen will only show ALL incomplete records for the current school year.

SSN	Name	Empl. Prev. Year	Updated Curr. Year
	sen, Penny	Y	N
	ong, Hope	Y	N
	w, Kathryn	Y	N
	sen, Kathryn	Y	N
	s, Cindy	Y	N
	ger, Jeff	Y	N
	, Kim	Y	N
	t, Nancy	Y	N
	helknaus, Jill	Y	N
	Darlene	Y	N
	Stastny, Jantina	N	N
	, Barbara	Y	N
	Charlyn	Y	N
	Cheryl	Y	N
	s, Ar	Y	N
	Noves, Ryan	Y	N

STEP #1: List includes the staff you reported for the 2003-2004 school year. Highlight a specific employee row and choose the option of "Edit Employee Data" to update an employees information for the current school year

1. Highlight a specific employee row.

2. Choose the option of "Edit Employee Data" to update a person's information for the current school year.

STEP #2A: Data Entry Screen for personnel *with a certificate* through Accreditation and Teacher Quality.

DistYear
32002 Pierre School District 32-2
2005

DOE

Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver L
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Inf
- Add Bus Driver Inform
- Check Graduation Inf
- Contracted SPED Per
- Long Term Substitute
- Qualifications-Assign
- Personnel Record For
- Other School Person
- Paraprofessionals
- Teacher Vacancy

Personnel Record Form
Print
SSN

Last Name Nelson-Stastny

No Longer Employed Choose:

Reporting Type T - Teacher

Total Instruct. Salary 0

Total Teaching Experience (prior to this school year) 0

Status Code 1st yr of empl in any school system, in any state, in a position requiring certification.

Personnel Record Completely Updated? Choo

Total Calculated FTE 0.71

First Name Jantina

Date of Birth 8/4/1970

Ethnicity WH Gender F

Total Admin/School Service Specialist Salary 0

Total Admin/School Service Specialist Experience (prior to this school year) 0

Experience Level For HQ Status Existing

(This field is calculated from the PRF Assignment Records below)

FTE Override 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58021	561	X	X	X	X				1965
01-T F Riggs Hi Sch	77777	54401	842	X	X	X	X				1965

Add Assignment
Edit Assignment
Delete Assignment
Edit Gender / Ethnicity
Save

Be sure to click on "Save".

If there is an error in gender or ethnicity data, click on the "Edit Gender/Ethnicity" Button

1. If the person you are updating was reported last year, all their personal information (Last name, First Name, Middle Name, Ethnicity, Date of Birth, and Gender) will be pre-filled with last year's data.
 - a. If there is an error in their name or date of birth, please follow the below directions.
 - 1) If the individual has an active certificate through the Accreditation and Teacher Quality, follow the directions on how to run a report and print the "Report: Request for Name/Address/Date of Birth" for the individual.

#2 Click on the icon that looks like a printer.

TIP: If you click on the district number on the preview tab, it gives you a drop down list of all employees to pick from.

#1 Highlight the employee's name you want to request a name/address or date of birth change.

#3 Be sure your print range is "Pages from 1 to 1".

#4 Be sure to click on "Ok".

STEP #2B: Data Entry Screen for individuals *without a certificate* through the Accreditation and Teacher Quality. **Note:** School districts will not be allowed to change name or birth date of a person who at one time had a certification record, even though they may be encoded as a non-certified educator because of an expired certificate. This is still a record that is maintained by the State.

1. If the individual does not have a DOE certification, their date of birth and name can be updated by clicking on the "Edit Gender/Birthday/Ethnicity" button. Update the birthday or name on the screen in step #3.

STEP #3: Add/Edit Person Information

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Personnel Record Form

Print SSN: 001-01-0000

Last Name: Mouse First Name: Mickey Middle Name:

No Longer Employed: Choose: Date of Birth:

Reporting Type: Non-Certified Educator

Total Instruct. Salary: 0 Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 0 Total Admin/School Service Specialist Experience (prior to this school year): 0

Status Code: Choose:

Personnel Record Completely Updated? Choose: Experience Level For HQ Status: Choose:

Total Calculated FTE: 0 (This field is calculated from the PRF Assignment Records below) FTE Override: 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
PRF Assignments											

Add Assignment Edit Assignment Delete Assignment Edit Gender/DOB/Ethnicity/Name Save

Non-Certified Educator

Update the date of birth by clicking on the "Edit Gender/Birthday/Ethnicity" button

1. If there is an error in their gender or ethnicity, click on the "Edit Gender/Ethnicity" button in step #2 and enter the correct data. If this data has not previously been reported, the screen will automatically pop up.
 - a. Select the appropriate **gender**, Male or Female.
 - b. Select the appropriate **Ethnicity** .
 - 1.) **White, not Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 - 2.) **Asian or Pacific Islander** - A person having origins in any of the original people of the far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
 - 3.) **Black, not Hispanic** - A person having origins in any of the black racial groups of Africa.
 - 4.) **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
 - 5.) **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

2. Please be sure to click the "**Save**" button!!

STEP #4: If the person you are updating was reported last year and did not let their certificate expire, their "**Reporting Type**" will be pre-filled. Otherwise, select the "**Reporting Type**". If, for example, an employee has 1/2 time administrative assignments and 1/2 time teacher assignment, chose one of the reporting types.

- a) **Teacher** - an individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.
- b) **Administrator** - an individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota certificate;
- c) **School Service Specialist** - an individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, *special education director, or curriculum director* and has been issued a South Dakota certificate;
- d) **Instructor** - an individual who has not completed an approved education program for teachers but who is on a professional development plan.
- e) **Non-Certified Educator** (person that is not actively certified by DOE) In the past these individuals may have been referred to as "long term substitutes". Please see below chart for proper identification.

Non-Certified Educator *OR* Long-Term Substitute

<u>Description:</u>	<u>Report as a Long- Term Substitute</u>	<u>Personnel Record Submitted for this Individual</u>	<u>Reason:</u>
Substitute hired to replace a teacher on maternity leave?	YES	NO	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" but also hired for more than 10 consecutive days.
Individual is hired to replace a teacher AFTER the beginning of the school year and will assume the assignments of this teacher for the remainder of the school term?	NO	YES	Individual is assuming the assignments of the teacher. You need to add a personnel record form for this individual.
Non-certified person hired to teach for the entire school year?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position for the entire school year.
Non-certified person hired to fill a teaching vacancy as of October 15th with the intent to actively look for a certified teacher?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position with the intent of finding a certified teacher.
Teacher is sick for 3 days and substitute was hired?	NO	NO	Substitute must be hired for at least 10 consecutive school days.
Substitute replaces Teacher "A" for 5 days, teacher then returns for 1 day and then is gone for an additional 6 days?	NO	NO	According to the state statute the substitute must be replacing the same teacher for at least 10 CONSECUTIVE school days.
Substitute replaces Teacher "A" for 4 days and then Teacher "B" for 8 days?	NO	NO	Substitute must replace the SAME teacher for 10 consecutive days.
Substitute hired to replace Teacher "A" for 6 days, Teacher "A" returns for half days for 4 days with the substitute continuing to teach the remainder of the day?	YES	NO	Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitute hired to replace Educational Assistant	NO	NO	State law defines a long-term sub as a substitute teacher and Other School Personnel (i.e. educational assistant) are NOT teachers

Substitutes replaces the SAME teacher for 6 days and the long-term substitute gets sick for a day and then returned for another 4 days	YES	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitutes replaces the SAME teacher for 6 days and the teacher returned for a day and then the long-term substitute had to come back.	NO	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Substitute must be hired for at least 10 consecutive school days.

STEP #5: Total salary must be reported as instructional and/or administrative/school service specialist (whichever is appropriate).

1. **DO NOT INCLUDE BONUS MONEY, EXTENDED CONTRACT PAY, STIPENDS AND EXTRA-DUTY PAY.**
2. Round all salaries to the nearest whole dollar.
3. Non-public schools do not have to report salary.
4. If there is not yet an agreement regarding salaries (impasse), please report the salary they were paid last year and notify Jantina when you will update your records.

STEP #6: Update the years of experience. Years reported here should not include current school year! Only report years of experience PRIOR to the 2004-2005 school year.

1. **Total Instructional Experience:** Total years of classroom teaching experience with actual instructional time in front of the class, prior to this school year. If part-time principal and part-time teacher, count one year instructional and one year administrative. If "non-certified" teacher (hired for that position -- **NOT** substituting for another staff person that is absent for a specified period of time) do NOT count as years of experience. Include years of experience for Alternative Certification to count towards the years of total "teaching experience".
2. **Total Administrative/School Service Specialist Experience:** Total years as an administrator and/or school service specialist prior to this school year including CEO and school psychologist. If full-time librarian and teach 1 class, count one-year administrative experience only.

STEP #7: If the person you are updating was reported last year, their "**Status Code**" will be pre-filled to status code #6. Otherwise, choose one of the following codes:

1. Persons in their first year of employment in any school system, in any state, in a position requiring certification.
2. Persons in their first year of employment in any school system, in any state, in a position requiring certification within three years of graduating from a teacher program.
3. Persons in the first year of employment in this school system who taught out-of-state the previous year(s).
4. Persons in their first year of employment in this school system who taught in another South Dakota school the previous year(s).

5. Persons in their first year of re-employment in this school system who have been absent from the field of education for one or more years.
6. Persons whose employment in this school system has been continued.
7. Persons who have been re-employed in a school system following an absence of one year or more.

STEP #8: If you have completely updated this personnel record, choose "Yes". When you choose "Yes", the current column changes to a Y and you can sort the column so you know which personnel records still need to be updated or use the filter to show ALL incomplete records.

Name	Current Year	Other Column
Mickelson, Edward	Y	N
Miller, Doreen	Y	N
Miller, Judith	Y	N
Mitchell, Barb	Y	N
Mosteller, Katrina	Y	N
Mouse, Mickey	N	N
Mundt, Nancy	Y	N
Mutchelknaus, Jill	Y	N
Neiles, Darlene	Y	N
Nelson-Stastny, Jantina	N	Y
Newman, Barbara	Y	N
Nickolas, Charlyn	Y	N
Nielsen, Sheryl	Y	N
Noyes, Ann	Y	N
Noyes, Ryan	Y	N
Nystrom, Martha	Y	N
Dehlerking, Mona	Y	N
Olinger, Linda	Y	N
Olson, Katherine	Y	N

TIP: By clicking here, the screen will only show ALL incomplete records for the current school year.

STEP #9: HQ Status - To determine whether someone is experienced, consider whether they have (contractual PK-12 teaching) experience either in or out-of-state and in a public or private facility. Experience in long-term substitute teaching, paraprofessional, practice teaching or non-certified experience should not be considered for this identification.

If the person you are reporting was reported in school year 2003-2004 with 0 years of prior instructional experience, their "Employment Status" is indicated as "new to the profession". Otherwise, the Employment Status is "Existing (experienced) teacher".

1. **Existing (experienced) teachers** – teachers employed on or before the first day of the school year, 2002-2003 (July 1st, 2003). This may also include teachers new to the district, or teachers that have previous teaching experience and have only changed employers.
2. **New to the Profession** - includes all teachers employed for the first time (no previous teaching experience) *after* the first day of school for the 2002-2003 (July 1st) school year.

Submission deadline: October 13, 2006

STEP #10: Total Calculated FTE - This field will be automatically calculated. An FTE of greater than 1.00 is not valid. Please be sure to check this FTE before saving your record.

STEP #11: FTE Override - This field will be used when an employee is not employed for a full quarter or trimester. (i.e. An employee quits in the middle of second quarter and was originally reported as employed all four quarters. You need to change their records to reflect only quarter one and two and then use the FTE Override to more accurately report the FTE of 0.45, rather than 0.50. The employee you hire to take this person's assignments, should be reported as quarters two, three and four with an FTE override of 0.55.

STEP #12: Enter the person's class assignments by clicking on the "Add Assignment" button.

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58021	561	X	X	X	X				1965
01-T F Riggs Hi Sch	77777	54401	842	X	X	X	X				1965

PRF Assignments

Enter the person's schedule by clicking on the "Add Assignment"

STEP #13: PRF Assignment Information - If the person you are updating was reported last year, their assignment information will be pre-filled. Be sure to update their assignments if needed.

PRF System Main Menu (Internet Test) - Microsoft Internet Explorer provided

School Year: 2006 District #: 57001 District Name: Stanley County School District

PRF Assignment Information

Attendance Center
02 - Stanley County Middle Sch

Position Code
20300 - Middle School Teacher

Assignment Code
58530 - Math

Teacher of Sped
☐ If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box.

Teacher of Sped ESL
☐ If the assignment code is a course that is considered a core academic area, this message will appear. If the special education teacher is the teacher of record for any core academic subjects and awards the grade, then click here.

Total Weekly Minutes
406

Time Option - Number of Weekly Minutes
2 406

Save

Callouts:

- #1 Select the attendance center.
- #2 Select the appropriate position code.
- #3 Select the appropriate assignment code.
- #4 Click on the dot if you need to remove a quarter or trimester.
- #5 If the assignment code is a course that is considered a core academic area, this message will appear. If the special education teacher is the teacher of record for any core academic subjects and awards the grade, then click here.
- #6 If the assignment code is a course that is considered a core academic area, this message will appear. If ESL teacher is the teacher of record for any core academic subjects and awards the grade, then click here.
- #7 Either enter the Total Weekly Minutes or select a time option.
- #8 Be sure to click on "Save".

Contact: Cody Stoeser at 773-4638

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En state.sd.us

1. Select the appropriate attendance center (based on person's certification and reporting type only selected attendance centers will be listed).
2. Select the appropriate position
 - a) If you are receiving an Electronic/Distance class offered through another district and have someone monitoring the room, report the full time equivalency (FTE) for the monitor on the "Other School Personnel" menu with a position code 72-Attendant/Monitor. Office of Curriculum, Technology & Assessment will forward the information they get from the districts when they register for Electronic/Distance instruction classes to Accreditation and Teacher Quality for page 1 of the accreditation report. If these classes count toward high school graduation, see the "Graduation Requirement" instructions.
 - b) If you have a person teaching the electronic class, report the person with the position code 20000 Electronic/Distance Instruction and then select the appropriate assignment code.
 - c) If you have applied for an authority to act, select the position code "99999-Position Based on Authority to act" and the assignment code.
 - d) There are no current statutes, rules or regulations that impact a school's accreditation for use of the position code "Position Based on Non-Authorized". Schools can use such personnel without restrictions. Changes in such policies would have to come from the State Legislature.
3. Select the appropriate assignment.
4. The quarters or trimesters will be pre-filled. Click on the button if you need to remove a quarter or trimester (i.e. assignment is not for a full year). Report individuals on maternity leave as full time because they are the one fulfilling that position for the school year. Be sure to report the long-term substitute teacher on the end of the year survey.
5. For special educators in general, the field being taught is special education. Special education teachers provide support, in consultation with teachers of "core academic subjects". Thus, the teacher of record who awards the credit must hold the appropriate endorsement and be highly qualified. Therefore, a special educator who teaches any of the core academic subjects, is the sole instructor of record, and awards a grade must be highly qualified. Special educators, working in collaboration and consultation with general education teachers who are highly qualified in the appropriate core areas, will be able to provide special education to students taking these courses. Thus, a special educator may address the special education needs of a student taking a course in a core academic area, but must be either highly qualified to be the teacher of record and award grades or be in collaboration with a highly qualified teacher for that core area. If the special education teacher is the teacher of record for any core academic subjects and awards the grade, then click the radio button.
6. For English as a Second Language educators in general, the field being taught is ESL. ESL teachers provide support, in consultation with teachers of "core academic subjects". Thus, the teacher of record who awards the credit must hold the appropriate endorsement and be highly qualified. Therefore, a ESL educator who teaches any of the core academic subjects, is the sole instructor record, and awards a grade must be highly qualified. ESL Educators, working in collaboration and consultation with general education teachers who are highly qualified in the appropriate core areas, will be able to provide English as a Second Language education to students taking these courses. Thus, an ESL educator may address the English as Second Language needs of a student taking a course in a core academic area, but must be either highly qualified to be the teacher of record and award grades or be in collaboration with a highly qualified teacher for that core area. If the ESL education teacher is the teacher of record for any core academic subjects and awards the grade, then click the radio button.
- 7.
8. Total Weekly Minutes or Time Option - Number of Weekly Minutes.

Submission deadline: October 13, 2006

- a) Total Weekly class minutes can be entered if you did not set up your time options in the "Add District/School Information Menu" or if you had an unusual period that you just wanted to manually enter the time.
 - b) Select the Time options you set up for this attendance center in the "Add District/School Information Menu".
9. Be sure to click on "Save".
10. Continue with the above steps if you need to enter another assignment. As you add assignments, the system calculates your total calculated FTE for you. If it calculate more than full-time (aka 1.00 FTE), you get the error message, **"Your FTE is > 1.0. Your ADD Assignment button has been disabled."** A 1.00 FTE represents a full time employee.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Personnel Record Form

Last Name: Nelson-Stastry First Name: Jantina Middle Name: J

No Longer Employed: Choose: Date of Birth: 8/4/1970

Reporting Type: T - Teacher Ethnicity: WH Gender: F

Specialist Salary: 0

Experience: 0

Personnel Record Form Completely Updated? Yes

Experience Level For HQ Status: Existing

Total Calculated FTE: 1.29 (This field is calculated from the PRF Assignment Records below)

FTE Override: 0

Attendance Center: VBScript

01-T F Riggs Hi Sch 1965

01-T F Riggs Hi Sch 1965

01-T F Riggs Hi Sch 1965

PRF Assignments

OK

#1 Click on "Ok".

Add Assignment Edit Assignment Delete Assignment Edit Gender / Ethnicity Save

Attendance Center

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58021	561	X	X	X	X				1965
01-T F Riggs Hi Sch	77777	54401	842	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58050	1123	X	X	X	X				1965

PRF Assignments

Add Assignment Edit Assignment Delete Assignment Edit Gender / Ethnicity Save

#2 Highlight one of the assignment rows to adjust the time option or weekly class minutes.

#3 Click on the "Edit Assignment"

NOTICE: Your "Add Assignment" has been taken away.

- a. You must highlight one of the assignments and click on "Edit Assignment" to adjust the time option or weekly class minutes.
- b. Be sure to click on Save.

STEP #14: Be sure to click on "Save"!!

STEP #15: Continue with the above steps to update the next person's record.

No Longer Employed Staff

STEP #1: If this person is "No Longer Employed" and was not employed for any portion of the 2004-2005 school year, select appropriate reason. If employed for a period of time during this current school year, make sure their assignments reflect this change and do not give them a "No longer employed" code. After completing this data field, indicate the personnel record form has been completely updated (see step #8) and you may click on the save button and continue editing other personnel (no need to update any other data fields)

1. Reasons a person is no longer employed include the following:
 - a. Other employment in education
 - b. Other employment outside of education
 - c. Retirement
 - d. Family/personal relocation
 - e. Personal reasons
 - f. Layoff due to budgetary reduction, organizational restructuring or decreased workload.
 - g. Discharge due to unsuitability, continued misconduct, unsatisfactory work performance or revocation or suspension of credentials.
 - h. Employed in another accredited SD school/district.

- i. Employed in another school/district out of state.
- j. Illness
- k. Death
- l. On Leave of Absence or Sabbatical
- m. Reason unknown
- n. Other

STEP #2: Continue these steps for ALL staff that are no longer employed for school year 2004-2005.

Adding an Employee

STEP #1: Many of the steps are similar to editing an employee. Begin by clicking on the "Add Employee Data" button.

32002 Pierre School District 32-2 2005

District Current Personnel Record Forms Listing

SSN	Name	Empl. Prev. Year	Updated Curr. Year
	Andersen, Penny	Y	N
	Armstrong, Hope	Y	N
	Askew, Kathryn	Y	N
	Asmussen, Kathryn	Y	N
	Bengs, Cindy	Y	N
	Beringer, Jeff	Y	N
	Bierle, Kim	Y	N
	Bradley, Kristine	Y	N
	Briggs, Melodie	Y	N
	Carlson, Jacquelyn	Y	N
	Busch, Dawn	Y	N
	Busch, Michael	Y	N
	Carlson, Jacquelyn	Y	N

02304 James Valley Christian School 2005

Add Employee Data

Please enter the Social Security Number of the Person you will be adding, and click the Next button

SSN

#1 Enter the social security number.

#2 Click on "next"!

Next Cancel

Enter the social security number. If the employee has a green card and does not have a social security number, call Accreditation and Teacher Quality at 773-3553 and they will set up a temporary social security number for this person.

Submission deadline: October 13, 2006

STEP #2: If this person holds an active certificate through Accreditation and Teacher Quality (EX: Teacher, Administrator, School Service Specialist, or Instructor), the personal data fields will be completed for you. If this person does not currently have an active certificate through Accreditation and Teacher Quality (EX: Non-Certified Educator), you will be required to enter the personal data fields.

DECA
Test

Actions
Change District and Yes
Authority To Act
Bus Drivers
Cert/Cred
Correspondence
District Information
Authority to Act
Add District/School Inform
Add Bus Driver Information

Add/Edit Person Information

SSN
010-20-3040

First Name Middle Name Last Name

Gender Ethnicity Birth Date
Chc Choose:

Cancel Save

If this person does not currently have an active certificate through Accreditation and Teacher Quality (EX: Non-Certified Educator), you will be required to enter the personal data fields.

STEP #3: From this point forward, follow above direction for updating employee data.

STEP #4: Continue with the above steps to add another new employee.

Retention of Personnel Records

Below is how long Schools are required to keep personnel records. The SD Local Schools retention manual is available on-line at: <http://www.state.sd.us/boa/records.htm>

SCL-65 PERSONNEL FILES: R.D.B. # 85-023

This series contains a folder for each employee in the school district. Information in the file may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, transcript, teacher's certificate, and supervisor's report of employee separation. The files serve as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 2 years. Destroy 2 year after termination provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance.

If you have any other questions, please contact Dana Hoffer at (605)773-3589.